

**Special Education Advisory Panel  
Minutes  
February 6-7, 2003**

**Members Present**

Deana O'Brien	Kent Kolaga	Pat Jackson
Dan Colgan	Joan Zavitsky	Dennis Gragg
Stephen Viola	Joe Sartorius	
Barbara Scheidegger	Scott Mantooth	

**DESE Staff Present**

Debby Parsons	Melodie Friedebach	Kate Numerick
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**Members Not Present**

Trish Grassa	Cathy Meyer	Dennis Von Allmen
Michael Hanrahan	Eric Remelius	Pam Walls
Eileen Huth	Lynda Roberts	Ray Wicks
Janet Jacoby	Virginia Ryan	Dee Wyckoff
Gay Jones	Patti Simcosky	
Steve McDannold	Richard Staley	

**Welcome and Minutes from Previous Meeting**

Kent Kolaga called the meeting to order at 1:00 p.m.

October minutes (Special meeting to finalize Missouri's Self-Assessment Report) - Kent Kolaga indicated the Panel should include in the minutes all of the components that received consensus. Pat Jackson made a motion to accept the minutes as corrected and was seconded by Joe Sartorius. Motion passed.

December minutes – Joe Sartorius made a motion to accept the minutes as they were and was seconded by Pat Jackson. Kent indicated that he did not remember volunteering or being volunteered to write a formal recommendation regarding the due process statistics report as mentioned in the minutes. Kent suggested the Panel could further discuss if a formal recommendation is needed during the "Formal Recommendations" portion of the meeting later in the afternoon. Motion to accept minutes was passed.

**CIMP Update**

Debby Parsons handed out several items. She indicated that on January 15, 2003, she and Melodie had a short conference call with OSEP in which OSEP indicated they had reviewed the CIMP report and would hold a formal more in-depth conference call with DESE and send their report to us around February 15. Debby indicated to OSEP that the Panel had identified transition and achievement as areas of priority in the improvement-planning phase. DESE will need to address areas of noncompliance (corrective actions) as part of the report to OSEP due in July.

Debby discussed the role of the SEAP and the role of DESE. The Panel suggested that DESE define the role of the subcommittees as well. The fact sheet will be prepared by DESE.

Mike assigned liaisons for the subcommittees - Cathy Meyer for the transition subcommittee and Deana O'Brien for the achievement subcommittee. It was also suggested that the Panel review the improvement planning report prior to being sent to OSEP and take a formal position on it. Melodie suggested that we add a role for DESE to "collaborate when possible with other Divisions within DESE."

Joe made a motion to accept the roles, process, and timelines as discussed above. Seconded by Scott Mantooth. Motion passed.

### **DESE Updates**

?? FY 04 Budget request (see handout)

Melodie indicated that the state is in real bad shape. Last month's revenue was even lower than expected. Expect to see more state withholdings for the remainder of the fiscal year. The Assistive Technology's budget has been zeroed out. The Division only has a few programs funded by general revenue. The Division currently has 10 vacancies and even though they are paid by federal funds, we are unable to fill the positions in the event DESE has layoffs in positions funded by general revenue, staff could possibly be transferred to the Division of Special Education.

Dan Colgan made a motion that the Panel make a formal recommendation to the Commissioner that he not withhold general revenue funds that have matching federal dollars. Deana O'Brien seconded. The Panel discussed this and Dan amended his motion to include EPA funds and seconded by Deana. After additional discussion, Dan then withdrew his motion and Deana withdrew her second.

?? **State Plan Changes**

Melodie indicated that we submitted our eligibility documents to OSEP in May of 2002. OSEP responded to DESE in summer 2002 with their changes to our eligibility documents. See handout with the changes that were needed to our State Plan. Once OSEP approves our changes, we will need to take them out for public comment.

Kent indicated that he felt it is a responsibility of the Panel to provide advice and feedback on this type of thing. He suggested adding this topic to the April agenda so that DESE could talk with the Panel in more depth regarding the State Plan changes and public comments/changes were.

### **Formal Recommendations – Status**

It was suggested that the Formal Recommendations be attached to the minutes of each meeting until they are resolved.

Number 1 – Status: awaiting clarification from Panel

Number 2 – Status: done

Number 3 – Status: awaiting DESE's response

Number 4 – Status: awaiting further clarification from Panel and DESE will provide the letter from OSEP to the Panel

Number 5 – Status: awaiting Panel's response

Joe Sartorius made a motion to make a formal recommendation (#6) regarding the state's budget cuts as discussed earlier by the Panel. Dan seconded the motion. Motion passed. Joe will be writing the recommendation and submitting to the Panel for review.

Kent indicated that he had a recent conversation with Mike Hanrahan in which they discussed the current Panel committees and that in most cases these committees have never met. There will be further discussion at tomorrow's meeting.

Kent recessed meeting at 4:15 p.m.

### **February 7, 2003**

#### **Members Present**

Stephen Viola  
Lynda Roberts  
Joe Sartorius  
Scott Mantooth  
Joan Zavitsky

Pat Jackson  
Ray Wicks  
Dan Colgan  
Deana O'Brien  
Eileen Huth

Barbara Scheidegger  
Dennis Gragg  
Kent Kolaga

#### **DESE Staff Present**

Melodie Friedebach  
Debby Parsons

#### **Members Not Present**

Trish Grassa  
Michael Hanrahan  
Janet Jacoby  
Gay Jones  
Steve McDannold

Cathy Meyer  
Eric Remelius  
Virginia Ryan  
Patti Simcosky  
Richard Staley

Dennis Von Allmen  
Pam Walls  
Dee Wyckoff

Kent Kolaga called the meeting to order at 8:30 a.m.

#### **SEAP Responsibilities**

Kent indicated that he had talked with Debby Parsons last evening and it was suggested that instead of the Panel having very specific committees that instead they structure some committees with a more broad spectrum of responsibility. Dennis Gragg mentioned that the Panel's rules outline five broad areas that we could use as the outline for developing these committees. After some discussion the following committees were created and will take the place of the previous committees. All Panel members need to determine which committee they would like to serve on.

#### **Committee names:**

- ?? Rules and Regulations - Dan Colgan, Pat Jackson, Joe Sartorius, and Deana O'Brien
- ?? Evaluations - (data) trends, reports to OSEP, annual report from Panel, data submissions, tracking improvement planning, data collected or disseminated - Lynda Roberts, Steve Viola, Joan Zavitsky, and Eileen Huth
- ?? Monitoring - (process and practices) federal monitoring programs as well as MSIP monitorings, child complaint issues - Kent Kolaga
- ?? Programs - (effective practices) - Scott Mantooth, Dennis Gragg, and Barbara Scheidegger
- ?? SIG - (only one year remaining) – Kent Kolaga, Janet Jacoby, and Stephen Viola
- ?? Nominations – Kent Kolaga

In the future when a topic is presented to the Panel, the Panel will determine which committee will handle it. Kent will recommend these committees to Mike.

Nominations for officer positions will be taken at the April meeting. You can nominate anyone and then the nomination's committee will check with the person to see if they are interested. Elections will be held at the June meeting.

The Panel discussed when these committees could meet. It was decided to try having the committee meetings at the end of the first day of each Panel meeting (from approximately 3:00-5:00 p.m.). Committees could also meet via conference call if needed.

### **Annual Report – Process and Format**

In the past the Annual Report has been a report of the recommendations the Panel has made during a given year. It also includes the state of special education in Missouri. The Panel also discussed the difficulty of getting current data because of the different times of the year that different data is collected and then being able to fit it into the July reporting timeline. The Panel likes the format of the current report.

### **Legislative Update (Deana O'Brien)**

Assistive Technology has lost funding for FY 04 from state general revenue. President Bush has also not recommended the reauthorization of the Technology Act so they have lost the federal funds. The Missouri Assistive Technology Project is no longer existent and not sure what will happen to the programs from them. There are still program responsibilities but no staff to run them. The president indicated that the program had achieved its primary purpose. Deana will put together some bullet points about this and send to the Panel if they would like to contact the legislators. The AT last grant award is September 2003-August 2004.

Joe Sartorius discussed with the Panel information he had received regarding HB 126 and HB 142.

Barbara Scheidegger discussed with the Panel information concerning the Health Priority Bill.

Eileen Huth indicated that last spring she surveyed teachers in her district regarding regular and special education teachers taking the PRAXIS for certification. The regular education teachers did not think it made a difference but the special education teachers felt they were not prepared enough to handle whole caseloads. Melodie/Steve Viola did a survey recently and Eileen would like to discuss with them their findings. DESE will send a copy of the survey to the Teacher Certification committee.

SIG will have a report at the April meeting.

Dan Colgan made a motion to adjourn the meeting and was seconded by Joe Sartorius. Motion passed. Meeting was adjourned.